Secta. II-37—100,000—21-5-38.

# DEV. (1947) Department

MS SERIES.

G.O. No 45

Dated 24-9-1947

[Despatch Abstract.]

Agriculture Inspection of Subordinate officers - Instruction Issued - Periodical Returns prescribed

GOVERNMENT OF MADRAS.
Abstract.

Agriculture - Department - Inspectoon of the subordinate officers - Instructions issued - Periodical returns - Presecribed.

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DEVELOPMENT DEPARTMENT

G.O.Ms.No.4592 Dated 24-9-1947
Read the following:-

Government Memo No.48594 A.I/47-1 dat3d 5-6-1947
Letter from the P.A. No.K.2.648/47 dated 27-6-1947

O R D E R.

The Government approve the proposals of the Director of Agriculture to have the offices of the Subordinate officers of the Agriculture Department inspected peniodicaly by the superior officers. They accordingly issue the following instructions.

(a) (i) Regional Deputy Directors of Agriculture will inspect the offices of the Director of Agriculture Officers Superintendent of Agricultural Research Stations ~~Xtxxxx Heads of Research Sections etc.---They will also~~ Etc., which are directly under their control;

(ii) The Headquarters Deputy Directors of Agriculture will inspect all the offices of the officers directly under the control of the Director of Agriculture (except those of the Principals of Agricultural Colleges Coimbatore and Bapatla) viz. Offices of the Regional Deputy Directors of Agriculture Heads of Research Sections etc. They will also overcheck as for as possible the Regional Deputy Director of Agriculture's inspection of the offices of the Director of Agriculture Officers , Superintendent Agriculture Research Stations etc.

(iii) The Director of Agriculture will inspect the office of the Principal, Agriculture Colleges, Coimbatore and Bapatla and overcheck as many subordinate offices as possible.

(b) During the inspection, the inspecting officers should take the officers in charge of the offices under inspection along with them and enquire into any complaints in regard to the administration of the office. The period of inspection should be once a year, and should be evenly spread throughout the year. If necessary the inspecting officers may pay supprise visits and record their remarks in the inspection notes.

(c) Immediately after inspection, the inspecting officers shall record their remarks in the inspection notes embodying information as to the offices inspected, the date of inspection under report, the date of last inspection etc. The notes should be brief and touch on all the points which call for comment. Suggestions, if any, for improving the administration of the office and conducting the business more efficiently should be incorporated. The inspecting officers should also record in the inspection notes, whether the instructions in the previous inspection notes have been carried out.

(d) The Director of Agriculture should submit an annual report to Government containing a review on the inspections carri out during the year, with a statement of offices not inspected during the year assigning reasons for it. The report should be for the year ending 31st December of each year and should be submitted so as to reach Government not later than the 31st Januanry of the year following. The first report should commence with the year ending 31-12-1947.

(d) The Director of Agriculture is also requested to have a standardised questionnaire framed in respect of each class of officers, so that the inspection may be exhaustive and uniform. He is request d to submit copies of such qustionaries to the Government for record.

sd. . . . .
Secretary to Government,
.19-9-47

To the Director of Agriculture.
Copy to Superintendent of Agriculture.

/True Copy/

R. Thiagarajan 4.8.54

Office Assistant,
MADRAS RECORD OFFICE.

10/3/54